

Report	Due Date	Requirement
Post Award Conference/Meeting	As scheduled by Contracting Officer	12
Project Management Plan	30 calendar days after contract award	9.A.6
General Status Report	10 <sup>th</sup> Business Day, Monthly	8A.1
Threat Assessments	As Directed—USCIS Sites	7G.3
Facility Access Requests	Weekly	7A.4
Program Assessments	Monthly	7A.7
Training Materials	As Directed/Scheduled	7A.9
Security Briefings	As Directed/Scheduled	7B.7
Management Inspection Reports	Cyclical	7D.1
INSITE Field Reviews	Cyclical	7D.5
Significant Incident Reports	As Required	7I.1
National Security Analysis and Reporting	Continuous	7I.3
Interim Progress Review (IPR)	Quarterly	7.I.3

## 9. Administrative Requirements

### A. General Requirements

A.1. The contractor shall maintain administrative files, which shall at a minimum include personnel files on all employees furnished under the Contract. These files shall contain at a minimum the person's name, date of birth, social security number, home address, home telephone number, name of person to be notified in emergency, color photograph of the employee, records of all training, examinations, test scores, and copies of all complaints, investigations, and commendations.

A.2. The contractor shall establish a Quality Control Program that ensures that, by monitoring and continuing training and testing, all personnel assigned to this contract are proficient in their assigned task requirements.

A.3. The contractor shall notify the COTR verbally, within 24 hours, upon transfer or termination of any person assigned to work under this contract. This notification shall be followed up in writing within three (3) business days.

A.4. The contractor shall have the following minimum general education requirements: High school diploma or GED, possess the ability to speak, read, and write English sufficiently to effectively carry out all duties, including the understanding of printed rules, detailed orders, instructions, and training materials, communicate with coworkers and the public, as well as the ability to compose written reports/forms. Documented technical education or training and experience are required for hiring qualified personnel to successfully perform assigned tasks.

A.5. The contractor shall maintain an active personnel screening, recruitment, and selection program to provide a flow of incoming personnel sufficient to fill the requirements within this contract. This program shall be sufficient to keep abreast of attrition and shall be an adjunct to the Management program and Training program.

A.6. Within thirty (30) calendar days after contract award, the contractor shall provide the COTR with its Project Management Plan (PMP). The PMP shall include all tasks performed under this contract and shall be amended as required to remain current. The plan shall include:

- Corporate oversight activities
- Staffing Plan, to include a list of employees, work assignments, locations and recruiting plans
- Time and attendance procedures

A.7. Specific provisions for any given requirement will be detailed in each task order. The contractor must have appropriate clearance to access Sensitive But Unclassified (SBU) and classified documents as described within each task order.

#### 10. Travel

Travel is anticipated for this acquisition in support of OSI operations and training. Travel shall not be performed in connection with this contract without prior written approval of the COTR or Contracting Officer. The Contractor shall be reimbursed for travel in accordance with the Federal Travel Regulations.

#### 11. Place of Performance

The primary places of performance are 111 Massachusetts Ave., N.W., Washington, DC, 20 Massachusetts Ave., N.W., Washington, DC and Burlington, VT; however work may be performed at an alternate work site at the discretion of the Government.

#### 12. Post Award Conference/Meeting

The contractor shall meet with the Government Contracting Officer, Government COTR and Program Manager (PM) after award as established by the Contracting Officer. The purpose of the meeting is to identify primary points of contact and discuss scope and tasks, in order to achieve a clear and mutual understanding of all contract requirements and to identify and resolve potential problems.

#### 13. Government Furnished Information/Support

A. Government provided office space, will be equipped with a desk, computer and telephone and will have convenient access to a printer, fax machine and photocopier. The Government will provide standard office supplies such as paper, pens, notebooks, etc. that are required to operate efficiently.

B. The contractor shall account for any government furnished equipment that needs to be returned from terminated employees including building ID passes and office keys.

C. Radios and other select items of security equipment, standard office equipment may be furnished by the Government if necessary.

D. The contractor shall return identification cards and building passes for terminated employees and expired USCIS issued identification cards or building passes within 24 hours.

#### 14. Hours of Operation

Normal business hours are between the hours of 6 a.m. and 6 p.m. However, if performance outside these normal business hours is required, the individual order will specify the hours during which performance must be provided.

#### 15. Security Requirements

##### **General Requirements**

U.S. Citizenship & Immigration Services (USCIS) has determined that performance of this contract

requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to classified National Security Information (herein known as classified information). Classified information is Government information which requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.

The Contractor will abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service. If the Contractor has access to classified information at a USCIS or other Government Facility, it will abide by the requirements set by the agency.

#### **Suitability Determination**

Suitability Determination USCIS shall have and exercise full control over granting, denying, withholding or terminating access of unescorted Contractor employees to government facilities and/or access of Contractor employees to sensitive but unclassified information, based upon the results of a background investigation. USCIS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by USCIS, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Office of Security & Investigations (OSI).

#### **Background Investigations**

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive but unclassified information, shall undergo a position sensitivity analysis based on the duties, outlined in the Position Designation Determination (PDD) for Contractor Personnel, each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through OSI. Prospective Contractor employees shall submit the following completed forms to OSI through the COTR no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement"
3. FD Form 258, "Fingerprint Card" (2 copies)
4. Form DHS-11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Position Designation Determination for Contract Personnel Form
6. Foreign National Relatives or Associates Statement

Required forms will be provided by USCIS at the time of award of the contract. Only complete packages will be accepted by OSI. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive but unclassified information has resided in

the US for three of the past five years, OSI may not be able to complete a satisfactory background investigation. In such cases, USCIS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to or development of any DHS IT system. USCIS will consider only U.S. Citizens for employment on this contract. USCIS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DHS IT systems. By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

#### **Employment Eligibility**

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to USCIS for acts and omissions of his own employees and for any Subcontractor(s) and their employees to include financial responsibility for all damage or injury to persons or property resulting from the acts or omissions of the contractor's employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

All contractor personnel assigned to this contract shall undergo drug testing conducted by a Department of Health and Human Service (HHS/SAMHSA) approved laboratory under the National Laboratory Certification Program (NLCP) and screened for the presence of cannabinoids, cocaine, opiates, amphetamines, and phencyclidine. (CIS reserves the right to expand the list to include additional drugs). All contractor personnel must possess drug test results that state the individual has not tested positive for any illegal drugs.

The results of each screening shall be provided to the COTR prior to the Security EOD approval. Drug screening shall be ordered and accomplished at the contractor's expense.

#### **Continued Eligibility**

If a prospective employee is found to be ineligible for access to USCIS facilities or information, the COTR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

USCIS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom USCIS determines to present a risk of compromising sensitive but unclassified information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to USCIS OSI. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

OSI must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired USCIS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

## Security Management

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office through the COTR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

## Computer And Telecommunications Security Requirements

### Security Program Background

The DIIS has established a department wide IT security program based on the following Executive Orders (EO), public laws, and national policy:

- Public Law 107-296, Homeland Security Act of 2002.
- Federal Information Security Management Act (FISMA) of 2002, November 25, 2002.
- Public Law 104-106, Clinger-Cohen Act of 1996 [formerly, Information Technology Management Reform Act (ITMRA)], February 10, 1996.
- Privacy Act of 1974, As Amended. 5 United States Code (U.S.C.) 552a, Public Law 93-579, Washington, D.C., July 14, 1987.
- Executive Order 12829, *National Industrial Security Program*, January 6, 1993.
- Executive Order 12958, *Classified National Security Information*, as amended.
- Executive Order 12968, *Access to Classified Information*, August 2, 1995.
- Executive Order 13231, *Critical Infrastructure Protection in the Information Age*, October 16, 2001.
- National Industrial Security Program Operating Manual (NISPOM), February 2001.
- DHS Sensitive Systems Policy Publication 4300A v2.1, July 26, 2004
- DHS National Security Systems Policy Publication 4300B v2.1, July 26, 2004
- Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 17, 2003.
- Office of Management and Budget (OMB) Circular A-130, *Management of Federal Information Resources*.
- National Security Directive (NSD) 42, *National Policy for the Security of National Security Telecommunications and Information Systems (U)*, July 5, 1990, CONFIDENTIAL.
- 5 Code of Federal Regulations (CFR) §2635, Office of Government Ethics, *Standards of Ethical Conduct for Employees of the Executive Branch*.
- DHS SCG OS-002 (IT), *National Security IT Systems Certification & Accreditation*, March 2004.
- Department of State 12 Foreign Affairs Manual (FAM) 600, *Information Security Technology*, June 22, 2000.
- Department of State 12 FAM 500, *Information Security*, October 1, 1999.
- Executive Order 12472, *Assignment of National Security and Emergency Preparedness Telecommunications Functions*, dated April 3, 1984.
- Presidential Decision Directive 67, *Enduring Constitutional Government and Continuity of Government Operations*, dated October 21, 1998.
- FEMA Federal Preparedness Circular 65, *Federal Executive Branch Continuity of Operations (COOP)*, dated July 26, 1999.
- FEMA Federal Preparedness Circular 66, *Test, Training and Exercise (TT&E) for Continuity of Operations (COOP)*, dated April 30, 2001.
- FEMA Federal Preparedness Circular 67, *Acquisition of Alternate Facilities for Continuity of Operations*, dated April 30, 2001.
- Title 36 Code of Federal Regulations 1236, *Management of Vital Records*, revised as of July 1, 2000.
- National Institute of Standards and Technology (NIST) Special Publications for computer security and

FISMA compliance.

### General

Due to the sensitive nature of USCIS information, the contractor is required to develop and maintain a comprehensive Computer and Telecommunications Security Program to address the integrity, confidentiality, and availability of sensitive but unclassified (SBU) information during collection, storage, transmission, and disposal. The contractor's security program shall adhere to the requirements set forth in the DHS Management Directive 4300 IT Systems Security Pub Volume I Part A and DHS Management Directive 4300 IT Systems Security Pub Volume I Part B. This shall include conformance with the DHS Sensitive Systems Handbook, DHS Management Directive 11042 Safeguarding Sensitive but Unclassified (For Official Use Only) Information and other DHS or USCIS guidelines and directives regarding information security requirements. The contractor shall establish a working relationship with the USCIS IT Security Office, headed by the Information Systems Security Program Manager (ISSM).

### IT Systems Security

In Accordance With DHS Management Directive 4300.1 "Information Technology Systems Security", USCIS Contractors Shall Ensure That All Employees With Access To USCIS IT Systems Are In Compliance With The Requirement Of This Management Directive. Specifically, All Contractor Employees With Access To USCIS IT Systems Meet The Requirement For Successfully Completing The Annual "Computer Security Awareness Training (CSAT)." All Contractor Employees Are Required To Complete The Training Within 60-Days From The Date Of Entry On Duty (EOD) And Are Required To Complete The Training Yearly Thereafter. CSAT Can Be Accessed At The Following: <http://Oted.Uscis.Dhs.Gov/Eidvantage.Default.Asp> Or Via Remote Access From A CD Which Can Be Obtained By Contacting [Uscisitsecurity@Dhs.Gov](mailto:Uscisitsecurity@Dhs.Gov).

### IT Security In The Systems Development Life Cycle (SDLC)

The USCIS SDLC Manual Documents All System Activities Required For The Development, Operation, And Disposition Of IT Security Systems. Required Systems Analysis, Deliverables, And Security Activities Are Identified In The SDLC Manual By Lifecycle Phase. The Contractor Shall Assist The Appropriate USCIS ISSO With Development And Completion Of All SDLC Activities And Deliverables Contained In The SDLC. The SDLC Is Supplemented With Information From DHS And USCIS Policies And Procedures As Well As The National Institute Of Standards Special Procedures Related To Computer Security And FISMA Compliance. These Activities Include Development Of The Following Documents:

- *Sensitive System Security Plan (SSSP)*: This is the primary reference that describes system sensitivity, criticality, security controls, policies, and procedures. The SSSP shall be based upon the completion of the DHS FIPS 199 workbook to categorize the system of application and completion of the RMS Questionnaire. The SSSP shall be completed as part of the System or Release Definition Process in the SDLC and shall not be waived or tailored.
- *Privacy Impact Assessment (PIA) and System of Records Notification (SORN)*. For each new development activity, each incremental system update, or system recertification, a PIA and SORN shall be evaluated. If the system (or modification) triggers a PIA the contractor shall support the development of PIA and SORN as required. The Privacy Act of 1974 requires the PIA and shall be part of the SDLC process performed at either System or Release Definition.
- *Contingency Plan (CP)*: This plan describes the steps to be taken to ensure that an automated system or facility can be recovered from service disruptions in the event of emergencies and/or disasters. The Contractor shall support annual contingency plan testing and shall provide a Contingency Plan Test Results Report.
- *Security Test and Evaluation (ST&E)*: This document evaluates each security control and countermeasure to verify operation in the manner intended. Test parameters are established based on results of the RA. An ST&E shall be conducted for each Major Application and each General Support System as part of the certification process. The Contractor shall support this process.

- *Risk Assessment (RA)*: This document identifies threats and vulnerabilities, assesses the impacts of the threats, evaluates in-place countermeasures, and identifies additional countermeasures necessary to ensure an acceptable level of security. The RA shall be completed after completing the NIST 800-53 evaluation, Contingency Plan Testing, and the ST&F. Identified weakness shall be documented in a Plan of Action and Milestone (POA&M) in the USCIS Trusted Agent FISMA (TAF) tool. Each POA&M entry shall identify the cost of mitigating the weakness and the schedule for mitigating the weakness, as well as a POC for the mitigation efforts.
- *Certification and Accreditation (C&A)*: This program establishes the extent to which a particular design and implementation of an automated system and the facilities housing that system meet a specified set of security requirements, based on the RA of security features and other technical requirements (certification), and the management authorization and approval of a system to process sensitive but unclassified information (accreditation). As appropriate the Contractor shall be granted access to the USCIS TAF and Risk Management System (RMS) tools to support C&A and its annual assessment requirements. Annual assessment activities shall include completion of the NIST 800-26 Self Assessment in TAF, annual review of user accounts, and annual review of the FIPS categorization. C&A status shall be reviewed for each incremental system update and a new full C&A process completed when a major system revision is anticipated.

### Security Assurances

DHS Management Directives 4300 requires compliance with standards set forth by NIST, for evaluating computer systems used for processing SBU information. The Contractor shall ensure that requirements are allocated in the functional requirements and system design documents to security requirements are based on the DHS policy, NIST standards and applicable legislation and regulatory requirements. Systems shall offer the following visible security features:

- *User Identification and Authentication (I&A)* – I&A is the process of telling a system the identity of a subject (for example, a user) (I) and providing that the subject is who it claims to be (A). Systems shall be designed so that the identity of each user shall be established prior to authorizing system access, each system user shall have his/her own user ID and password, and each user is authenticated before access is permitted. All system and database administrative users shall have strong authentication, with passwords that shall conform to established DHS standards. All USCIS Identification and Authentication shall be done using the Password Issuance Control System (PICS) or its successor. Under no circumstances will Identification and Authentication be performed by other than the USCIS standard system in UNC at the time of a systems development.
- *Discretionary Access Control (DAC)* – DAC is a DHS access policy that restricts access to system objects (for example, files, directories, devices) based on the identity of the users and/or groups to which they belong. All system files shall be protected by a secondary access control measure.
- *Object Reuse* – Object Reuse is the reassignment to a subject (for example, user) of a medium that previously contained an object (for example, file). Systems that use memory to temporarily store user I&A information and any other SBU information shall be cleared before reallocation.
- *Audit* – DHS systems shall provide facilities for transaction auditing, which is the examination of a set of chronological records that provide evidence of system and user activity. Evidence of active review of audit logs shall be provided to the USCIS IT Security Office on a monthly basis, identifying all security findings including failed log in attempts, attempts to access restricted information, and password change activity.
- *Banner Pages* – DHS systems shall provide appropriate security banners at start up identifying the system or application as being a Government asset and subject to government laws and regulations. This requirement does not apply to public facing internet pages, but shall apply to intranet applications.

### Data Security

SBU systems shall be protected from unauthorized access, modification, and denial of service. The Contractor shall ensure that all aspects of data security requirements (i.e., confidentiality, integrity, and availability) are included in the functional requirements and system design, and ensure that they meet the

minimum requirements as set forth in the DIIS Sensitive Systems Handbook and USCIS policies and procedures. These requirements include:

- *Integrity* – The computer systems used for processing SDU shall have data integrity controls to ensure that data is not modified (intentionally or unintentionally) or repudiated by either the sender or the receiver of the information. A risk analysis and vulnerability assessment shall be performed to determine what type of data integrity controls (e.g., cyclical redundancy checks, message authentication codes, security hash functions, and digital signatures, etc.) shall be used.
- *Confidentiality* – Controls shall be included to ensure that SBU information collected, stored, and transmitted by the system is protected against compromise. A risk analysis and vulnerability assessment shall be performed to determine if threats to the SBU exist. If it exists, data encryption shall be used to mitigate such threats.
- *Availability* – Controls shall be included to ensure that the system is continuously working and all services are fully available within a timeframe commensurate with the availability needs of the user community and the criticality of the information processed.
- *Data Labeling*. The contractor shall ensure that documents and media are labeled consistent with the *DIIS Sensitive Systems Handbook*.

#### 52.204-2 Security Clause Requirements.

As prescribed in 4.404(a), insert the following clause:

Security Requirements (Aug 1996)

- (a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."
- (b) The Contractor shall comply with
- (1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DOD 5220.22-M); and
  - (2) Any revisions to that manual, notice of which has been furnished to the Contractor.
- (c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.
- (d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

*Alternate I (Apr 1984).* If a cost contract for research and development with an educational institution is contemplated, add the following paragraphs (e), (f), and (g) to the basic clause:

- (e) If a change in security requirements, as provided in paragraphs (b) and (c), results (1) in a change in the security classification of this contract or any of its elements from an unclassified status or a lower classification to a higher classification, or (2) in more restrictive area controls than previously required, the Contractor shall exert every reasonable effort compatible with the Contractor's established policies to continue the performance of work under the contract in compliance with the change in security classification or requirements. If, despite reasonable efforts, the Contractor determines that the continuation of work under this contract is not practicable because of the change in security classification or requirements, the Contractor shall notify the Contracting Officer in writing. Until resolution of the problem is made by the Contracting Officer, the Contractor shall continue safeguarding all classified material as required by this contract.
- (f) After receiving the written notification, the Contracting Officer shall explore the circumstances surrounding the proposed change in security classification or requirements, and shall endeavor to work out a mutually satisfactory method whereby the Contractor can continue performance of the work under this contract.
- (g) If, 15 days after receipt by the Contracting Officer of the notification of the Contractor's stated inability to proceed, (1) the application to this contract of the change in security classification or requirements has not been withdrawn, or (2) a mutually satisfactory method for continuing performance of work under this contract has not been agreed upon, the Contractor may request the Contracting Officer to terminate the



contract in whole or in part. The Contracting Officer shall terminate the contract in whole or in part, as may be appropriate, and the termination shall be deemed a termination under the terms of the Termination for the Convenience of the Government clause.

*Alternate II (Apr 1984).* If employee identification is required for security or other reasons in a construction contract or architect-engineer contract, add the following paragraph (c) to the basic clause:

(c) The Contractor shall be responsible for furnishing to each employee and for requiring each employee engaged on the work to display such identification as may be approved and directed by the Contracting Officer. All prescribed identification shall immediately be delivered to the Contracting Officer, for cancellation upon the release of any employee. When required by the Contracting Officer, the Contractor shall obtain and submit fingerprints of all persons employed or to be employed on the project.

## **SECTION D – PACKAGING AND MARKING**

### **D.1 Reports and Deliverables**

Reports and deliverables provided under this contract shall be clearly marked as the work product of the Contractor. They shall be bound in standard commercial format and shall be marked with the applicable contract number (and task order number, if applicable), and delivered to the Contracting Officer's Technical Representative (COTR) and Contracting Officer (CO).

## SECTION E - INSPECTION AND ACCEPTANCE

**E.1 52.252-2      Clauses Incorporated by Reference      FEB 1998**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: [www.armet.gov/far](http://www.armet.gov/far)

<b>52.246-4</b>	<b>Inspection of Services - Fixed Price</b>	<b>AUG 1996</b>
<b>52.246-5</b>	<b>Inspection of Services - Time &amp; Material</b>	<b>MAY 2001</b>

**SECTION F – DELIVERIES OR PERFORMANCE****F.1 52.252-2      Clauses Incorporated by Reference      FEB 1998**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: [www.armet.gov/far](http://www.armet.gov/far)

**52.242-15      Stop-Work Order      AUG 1989****F.2 Contract Performance Period**

The contract period of performance shall commence on date of commencement specified in the Contracting Officer's Notice to Proceed directive and continue for 12 months thereafter. In addition, this contract includes four 1-year options to extend the term of performance. The period of performance for any particular task order shall be established in the order itself.

**F.3 Deliverables**

Deliverable shall be provided in accordance with Section C, Statement of Work (SOW), Paragraph 8.

## **SECTION G – CONTRACT ADMINISTRATION DATA**

### **G.1 Contract Administration**

This contract will be administered by:

Department of Homeland Security (DHS)  
U.S. Citizenship & Immigration Services (USCIS)  
USCIS Contracting Office  
70 Kimball Avenue  
So. Burlington, VT 05403  
(802)872-4111

### **G.2 Funding and Appropriation Data**

Funding and appropriation data under this contract will be specified in individual task orders.

### **G.3 Invoice Requirements**

(a) Invoices shall be submitted on a monthly basis. The invoice shall be sent in duplicate to the COTR and the Contracting Officer.

### **G.4 Final Payment**

As a condition precedent to final payment, a release discharging the Government, its officers, agents and employees of and from all liabilities, obligations, and claims arising out or under this contract shall be completed. A release of claims will be forwarded to the contractor at the end of each performance period for contractor completion as soon thereafter as practicable.

**SECTION H – SPECIAL CONTRACT REQUIREMENTS****H.1 Department of Labor Wage Determination**

Department of Labor Wage Determinations listed in Section J and attached to this contract are hereby incorporated into and made a part of this contract.

**H.2 Evaluation of Performance for Contractor Performance Reports**

(a) Past performance information is relevant information regarding a Contractor's actions and conduct on previously awarded contracts. It includes such things as a Contractor's ability to conform to contract requirements and specifications, adherence to contract schedules, quality performance, cost control, reasonable and cooperative behavior, and commitment to customer satisfaction.

(b) For active contracts which exceed the Simplified Acquisition Threshold, the Federal Acquisition Regulation (FAR) 42.1502 requires federal agencies to prepare Contractor performance evaluations (report cards). Report cards are completed and forwarded to the Contractor for review within thirty (30) calendar days from the time the work under the contract is completed for each contract year. Interim evaluations by the Contracting Officer may be completed as necessary. The Contractor has thirty (30) days to reply with comments, rebutting statements, or additional information that will be made part of the official record. Performance evaluation reports will be available to Government contracting personnel for their use in making responsibility determinations and source selection purposes on future contract actions.

**H.3 Advertisements, Publicizing Awards, and News Releases**

All press releases or announcements about agency programs, projects, and contract awards need to be cleared by the Program Office and the Contracting Officer. Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the supplies, services, or equipment furnished pursuant to the provisions of this contract in any publicity news release or commercial advertising without first obtaining explicit written consent to do so from the Program Office and the Contracting Officer.

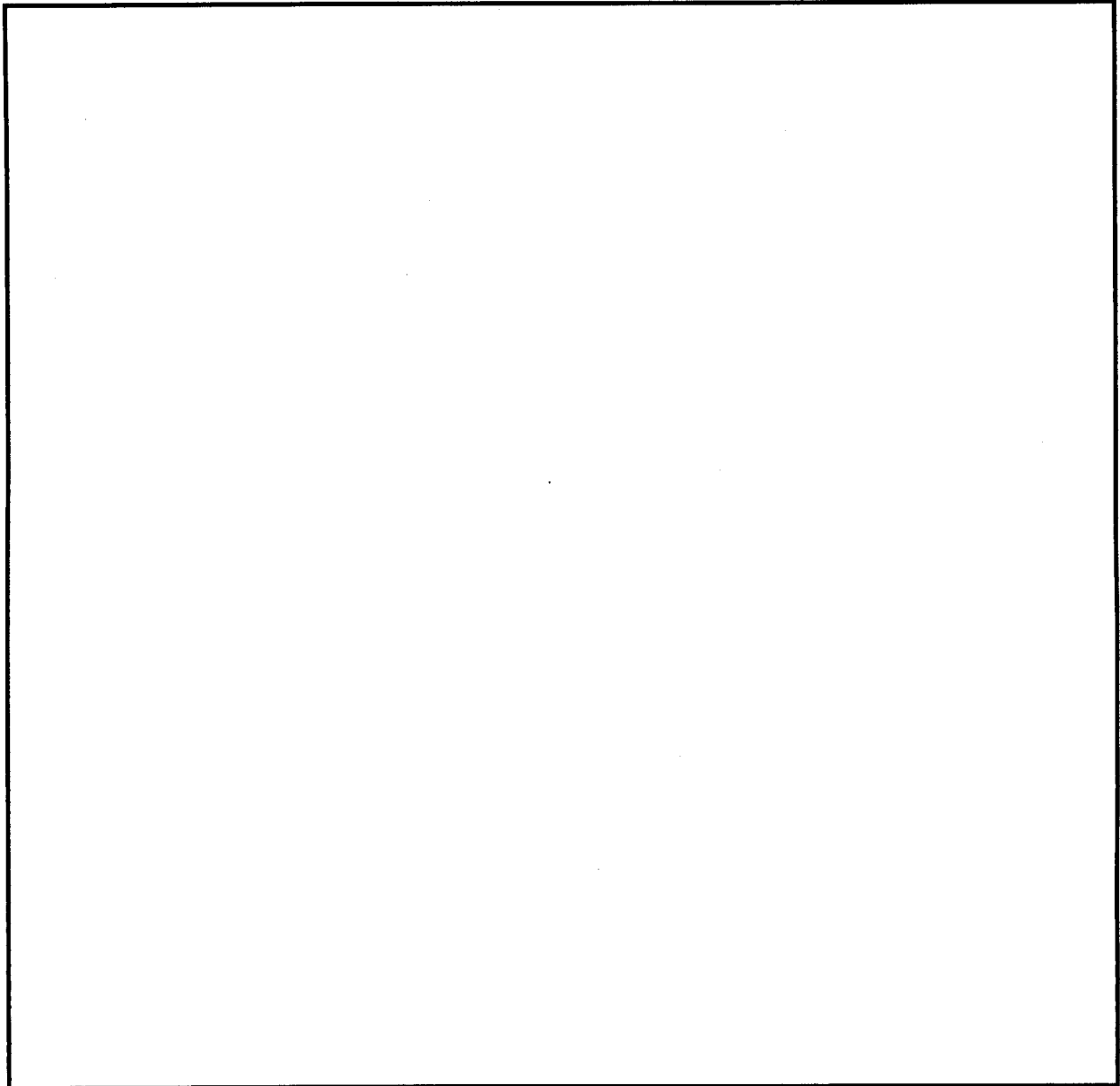
The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services."

**H.4 Subcontracting Commitment**

(b)(4)

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## **II.5 Organizational Conflict of Interest**



(b)(4)

**SECTION I – CONTRACT CLAUSES****I.1 52.252-2 Clauses Incorporated by Reference FEB 1998**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses: [www.arinet.gov/far](http://www.arinet.gov/far)

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions on Subcontractor Sales to the Govt	SEP 2006
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	JAN 1997
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	SEP 2007
52.203-13	Contractor Code of Business Ethics and Conduct	DEC 2007
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	APR 2008
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.209-6	Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment	SEP 2006
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Cost or Pricing Data	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data – Modifications	OCT 1997
52.215-12	Subcontractor Cost or Pricing Data	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data – Modifications	OCT 1997
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.215-19	Notification of Ownership Changes	OCT 1997
52.216-7	Allowable Cost and Payment	DEC 2002



52.216-18	Ordering (In the 1 <sup>st</sup> blank insert "date of award". In the 2 <sup>nd</sup> blank insert " <u>the end of performance period, including any exercised Option Years.</u> ")	OCT 1995
52.216-19	Order Limitations Insert in the blank (a) \$50,000 (b)(1) \$10,000,000 (2) \$20,000,000 (3) 30 days	OCT 1995
52.216-22	Indefinite Quantity	OCT 1995
52.216-24	Limitation of Government Liability	APR 1984
52.216-25	Contract Definitization	OCT 1997
52.217-8	Option to Extend Services (In the blank, insert "30 days prior to expiration of contract effective period")	NOV 1999
52.217-9	Option to Extend the Term of the Contract (In the 1 <sup>st</sup> blank insert "30 days before the contract expires", in the 2 <sup>nd</sup> blank insert "60", in the 3 <sup>rd</sup> blank insert, "5 years")	MAR 2000
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-14	Limitations on Subcontracting	DEC 1996
52.219-28	Post-Award Small Business Program Representation	JUN 2007
52.222-3	Convict Labor	JUN 2003
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	JUL 2005
52.222-19	Child Labor - Cooperation with Authorities and Remedies	FEB 2008
52.222-21	Prohibition of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans	SEP 2006
52.222-36	Affirmative Action for Workers with Disabilities	JUN 1998
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans	SEP 2006
52.222-39	Notification of Employee Rights Concerning Payment of Union Dues or Fees	DEC 2004
52.222-41	Service Contract Act of 1965, as Amended	NOV 2007
52.222-43	Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts)	NOV 2006
52.222-50	Combating Trafficking in Persons	AUG 2007

52.223-5	Pollution Prevention and Right-to-Know Information	AUG 2003
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	FEB 2006
52.226-1	Utilization of Indian Organizations and Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	DEC 2007
52.228-5	Insurance - Work on a Government Installation	JAN 1997
52.232-7	Payments under Time-and-Materials and Labor-Hour Contracts	FEB 2007
52.232-8	Discounts for Prompt Payment	FEB 2002
52.232-17	Interest	JUN 1996
52.232-23	Assignment of Claims	JAN 1986
52.232-25	Prompt Payment	OCT 2003
52.232-33	Payment by Electronic Funds Transfer - Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection of Government Buildings, Equipment and Vegetation	APR 1984
52.237-3	Continuity of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-3	Penalties for Unallowable Costs	MAY 2001
52.242-13	Bankruptcy	JUL 1995
52.243-3	Changes - Time-and-Materials or Labor Hours	SEP 2000
52.243-7	Notification of Changes	APR 1984
52.244-2	Subcontracts	JUN 2007
52.245-1	Property Records	JUN 2007
52.245-9	Use and Charges	JUN 2007
52.246-25	Limitation of Liability - Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination for Convenience of the Government (Fixed-Price)	MAY 2004
52.249-6	Termination (Cost Reimbursement) Alternate V	MAY 2004 SEP 1996
52.249-8	Default (Fixed-Price Supply and Service)	APR 1984
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 1984
52.253-1	Computer Generated Forms	JAN 1991

**1.2. FAR Clauses in Full Text****52.222-42 Statement of Equivalent Rates for Federal Hires MAY 1989**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332

**THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION**

<u>Employee class</u>	<u>Monetary wage - Fringe Benefits</u>	
Management & Program Analyst GS-343-12/4	\$30.42	36.45%
Security Assistant GS-0086-7/4	\$17.15	36.45%
Personnel Security Specialist GS-080-12/4	\$30.42	36.45%
Supply Technician GS-2005-7/4	\$17.15	36.45%
Mission Support Assistant OA GS-303-7/4	\$17.15	36.45%
Lead Mission Support Assistant OA GS-303-8/4	\$18.99	36.45%

**52.252-4 Alterations in Contract APR 1984**

Portions of this contract are altered as follows: None.

(End of Clause)

**52.252-6 Authorized Deviations in Clauses APR 1984**

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(Deviation)" after the date of this clause.

(b) The use in this solicitation or contract of any Department of Homeland Security Acquisition Regulation (HSAR) (CFR 48, Chapter 30) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Clause)

**1.3 Federal Acquisition Regulation FAR Deviation****8(a) Partnership Agreement**

This contract is entered into between the U.S. Small Business Administration (SBA) (Prime Contractor) and the 8(a) Participant (Subcontractor) and the Department of Homeland Security (DHS), U.S. Citizenship & Immigration Services (USCIS).

The 8(a) Partnership Agreement (PA), dated January 31, 2007, issued between the SBA and DHS delegates the authority to make direct award of the contract to the 8(a) participant once the requirement has been offered and accepted by the SBA. The DHS USCIS Contracting Officer will retain contract administration.

**52.219-71 Section 8(a) Direct Awards (Deviation) (November 2005)**

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Partnership Agreement between the Small Business Administration (SBA) and the Department of Homeland Security (DHS). SBA retains responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

U.S. Small Business Administration  
Alaska District Office  
510 L. Street, Suite 310  
Anchorage, AK 99501-1952

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the Contracting Officer, simultaneously with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a)(21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership or control.

(2) to adhere to the requirements of FAR 52.219-14, Limitations on Subcontracting.  
(End of Clause)

**I.4 Homeland Security Acquisition Regulations (HSAR) clauses and provisions incorporated by reference.**

<b>3052.215-70</b>	<b>Key Personnel or Facilities</b>	<b>DEC 2003</b>
	<b>(a) Operations Director, Program Manager, Project Manager, Site Lead</b>	
<b>3052.242-71</b>	<b>Dissemination of Contract Information</b>	<b>DEC 2003</b>
<b>3052.242-72</b>	<b>Contracting Officer's Technical Representative</b>	<b>DEC 2003</b>

**I.5 Homeland Security Acquisition Regulations (HSAR) clauses and provisions in full text:**

<b>3052.204-71</b>	<b>Contractor Employee Access</b>	<b>JUN 2006</b>
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(a) *Sensitive Information*, as used in this Chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

- (1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);
- (2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);
- (3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(End of clause)

**ALTERNATE I  
(JUN 2006)**

When the contract will require contractor employees to have access to Information Technology (IT) resources, add the following paragraphs:

(g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange, and complete any nondisclosure agreement furnished by DHS.

(h) The contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(i) Contractor access to DIIS networks from a remote location is a temporary privilege for mutual convenience while the contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).

(j) Contractor access will be terminated for unauthorized use. The contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

- (1) The individual must be a legal permanent resident of the U. S. or a citizen of Ireland, Israel, the Republic of the Philippines, or any nation on the Allied Nations List maintained by the Department of State;
- (2) There must be a compelling reason for using this individual as opposed to a U. S. citizen; and
- (3) The waiver must be in the best interest of the Government.

(l) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the contracting officer.

(End of clause)

**SECTION J - LIST OF ATTACHMENTS**

**Attachment 1 – Service Contract Act Wage Determinations**

-2005-2103, Revision 6 dated 05/29/08 (District of Columbia)

-2005-2537, Revision 8 dated 05/29/08 (Vermont)

**Attachment 2 – Contract Security Classification Specification (DD254)**



**Attachment 1 – Department of Labor Wage Determinations**\*\*\*\*\*  
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REGISTER OF WAGE DETERMINATIONS UNDER U.S. DEPARTMENT OF LABOR  
 THE SERVICE CONTRACT ACT EMPLOYMENT STANDARDS ADMINISTRATION  
 By direction of the Secretary of Labor WAGE AND HOUR DIVISION  
 WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of Wage Determinations  
 Director  
 Wage Determination No.: 2005-2103  
 Revision No.: 6  
 Date Of Revision: 05/29/2008

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St  
 Mary's  
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King  
 George, Loudoun, Prince William, Stafford

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	14.05
01012 - Accounting Clerk II	15.78
01013 - Accounting Clerk III	20.27
01020 - Administrative Assistant	25.95
01040 - Court Reporter	19.46
01051 - Data Entry Operator I	13.07
01052 - Data Entry Operator II	14.26
01060 - Dispatcher, Motor Vehicle	16.79
01070 - Document Preparation Clerk	13.64
01090 - Duplicating Machine Operator	13.64
01111 - General Clerk I	13.92
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	23.83
01141 - Messenger Courier	11.25
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	16.90
01262 - Personnel Assistant (Employment) II	18.90
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29
01280 - Receptionist	13.18
01290 - Rental Clerk	16.16
01300 - Scheduler, Maintenance	16.16
01311 - Secretary I	17.26
01312 - Secretary II	19.41
01313 - Secretary III	23.83
01320 - Service Order Dispatcher	16.10
01410 - Supply Technician	25.95

01420 - Survey Worker	19.46
01531 - Travel Clerk I	12.59
01532 - Travel Clerk II	13.54
01533 - Travel Clerk III	14.54
01611 - Word Processor I	13.76
01612 - Word Processor II	16.16
01613 - Word Processor III	19.46
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	21.37
05040 - Automotive Glass Installer	20.14
05070 - Automotive Worker	20.14
05110 - Mobile Equipment Servicer	17.31
05130 - Motor Equipment Metal Mechanic	22.53
05160 - Motor Equipment Metal Worker	20.14
05190 - Motor Vehicle Mechanic	22.53
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	19.66
05280 - Motor Vehicle Wrecker	20.14
05310 - Painter, Automotive	21.37
05340 - Radiator Repair Specialist	20.14
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	22.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.82
07130 - Food Service Worker	10.66
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.82
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.85
11060 - Elevator Operator	9.85
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	12.07
11240 - Maid or Houseman	10.84
11260 - Pruner	11.37
11270 - Tractor Operator	14.19
11330 - Trail Maintenance Worker	12.07
11360 - Window Cleaner	11.31
12000 - Health Occupations	
12010 - Ambulance Driver	17.69
12011 - Breath Alcohol Technician	18.55
12012 - Certified Occupational Therapist Assistant	21.01
12015 - Certified Physical Therapist Assistant	21.01
12020 - Dental Assistant	16.90

12025 - Dental Hygienist	40.68
12030 - EKG Technician	24.77
12035 - Electroneurodiagnostic Technologist	24.77
12040 - Emergency Medical Technician	18.55
12071 - Licensed Practical Nurse I	18.60
12072 - Licensed Practical Nurse II	20.82
12073 - Licensed Practical Nurse III	22.85
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	16.06
12190 - Medical Record Technician	17.96
12195 - Medical Transcriptionist	17.93
12210 - Nuclear Medicine Technologist	31.82
12221 - Nursing Assistant I	9.75
12222 - Nursing Assistant II	10.96
12223 - Nursing Assistant III	13.02
12224 - Nursing Assistant IV	14.62
12235 - Optical Dispenser	18.34
12236 - Optical Technician	14.41
12250 - Pharmacy Technician	16.31
12280 - Phlebotomist	14.62
12305 - Radiologic Technologist	28.28
12311 - Registered Nurse I	26.73
12312 - Registered Nurse II	31.24
12313 - Registered Nurse II, Specialist	31.24
12314 - Registered Nurse III	37.77
12315 - Registered Nurse III, Anesthetist	37.77
12316 - Registered Nurse IV	45.28
12317 - Scheduler (Drug and Alcohol Testing)	18.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.55
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.11
13041 - Illustrator I	20.40
13042 - Illustrator II	25.28
13043 - Illustrator III	30.91
13047 - Librarian	28.00
13050 - Library Aide/Clerk	13.77
13054 - Library Information Technology Systems Administrator	25.29
13058 - Library Technician	19.05
13061 - Media Specialist I	17.03
13062 - Media Specialist II	19.05
13063 - Media Specialist III	21.24
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
13110 - Video Teleconference Technician	17.59
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.78
14042 - Computer Operator II	19.88
14043 - Computer Operator III	22.17
14044 - Computer Operator IV	24.64
14045 - Computer Operator V	27.28
14071 - Computer Programmer I (I)	23.12

14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	17.78
14160 - Personal Computer Support Technician	24.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.77
15020 - Aircrew Training Devices Instructor (Rated)	42.72
15030 - Air Crew Training Devices Instructor (Pilot)	50.81
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	30.88
15070 - Flight Instructor (Pilot)	50.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	23.87
15095 - Technical Instructor/Course Developer	29.19
15110 - Test Proctor	19.22
15120 - Tutor	19.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.29
16030 - Counter Attendant	9.29
16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	9.29
16090 - Presser, Hand	9.29
16110 - Presser, Machine, Drycleaning	9.29
16130 - Presser, Machine, Shirts	9.29
16160 - Presser, Machine, Wearing Apparel, Laundry	9.29
16190 - Sewing Machine Operator	12.79
16220 - Tailor	13.57
16250 - Washer, Machine	10.16
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.90
21030 - Material Coordinator	21.29
21040 - Material Expediter	21.29
21050 - Material Handling Laborer	12.65
21071 - Order Filler	13.87
21080 - Production Line Worker (Food Processing)	17.90
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	10.91
21150 - Stock Clerk	15.70
21210 - Tools And Parts Attendant	17.90
21410 - Warehouse Specialist	17.90
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.68
23021 - Aircraft Mechanic I	24.46
23022 - Aircraft Mechanic II	25.68
23023 - Aircraft Mechanic III	26.97
23040 - Aircraft Mechanic Helper	16.61
23050 - Aircraft, Painter	23.42
23060 - Aircraft Servicer	18.71

23080 - Aircraft Worker	19.90
23110 - Appliance Mechanic	20.60
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.98
23130 - Carpenter, Maintenance	20.88
23140 - Carpet Layer	19.33
23160 - Electrician, Maintenance	26.56
23181 - Electronics Technician Maintenance I	22.73
23182 - Electronics Technician Maintenance II	24.13
23183 - Electronics Technician Maintenance III	25.42
23260 - Fabric Worker	18.04
23290 - Fire Alarm System Mechanic	21.46
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.17
23380 - Ground Support Equipment Mechanic	24.46
23381 - Ground Support Equipment Servicer	18.71
23382 - Ground Support Equipment Worker	19.90
23391 - Gunsmith I	16.63
23392 - Gunsmith II	19.33
23393 - Gunsmith III	21.62
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.21
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	24.37
23430 - Heavy Equipment Mechanic	21.46
23440 - Heavy Equipment Operator	21.46
23460 - Instrument Mechanic	21.62
23465 - Laboratory/Shelter Mechanic	20.52
23470 - Laborer	14.27
23510 - Locksmith	19.76
23530 - Machinery Maintenance Mechanic	21.77
23550 - Machinist, Maintenance	21.62
23580 - Maintenance Trades Helper	15.10
23591 - Metrology Technician I	21.62
23592 - Metrology Technician II	22.78
23593 - Metrology Technician III	23.89
23640 - Millwright	25.63
23710 - Office Appliance Repairer	21.63
23760 - Painter, Maintenance	20.52
23790 - Pipetitter, Maintenance	23.19
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	21.62
23850 - Rigger	21.62
23870 - Scale Mechanic	19.33
23890 - Sheet-Metal Worker, Maintenance	21.62
23910 - Small Engine Mechanic	20.05
23931 - Telecommunications Mechanic I	27.74
23932 - Telecommunications Mechanic II	29.24
23950 - Telephone Lineman	26.38
23960 - Welder, Combination, Maintenance	21.62
23965 - Well Driller	21.62
23970 - Woodcraft Worker	21.62
23980 - Woodworker	16.63
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.63

24580 - Child Care Center Clerk	16.15
24610 - Chore Aide	10.00
24620 - Family Readiness And Support Services Coordinator	14.25
24630 - Homemaker	16.75
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.10
25040 - Sewage Plant Operator	20.23
25070 - Stationary Engineer	26.10
25190 - Ventilation Equipment Tender	18.37
25210 - Water Treatment Plant Operator	20.23
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.43
27007 - Baggage Inspector	12.66
27008 - Corrections Officer	21.30
27010 - Court Security Officer	23.26
27030 - Detection Dog Handler	19.43
27040 - Detention Officer	21.30
27070 - Firefighter	22.39
27101 - Guard I	12.66
27102 - Guard II	19.43
27131 - Police Officer I	24.58
27132 - Police Officer II	28.24
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.60
29020 - Hatch Tender	22.60
29030 - Line Handler	22.60
29041 - Stevedore I	20.82
29042 - Stevedore II	23.68
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.27
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.01
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	27.54
30021 - Archeological Technician I	17.82
30022 - Archeological Technician II	19.87
30023 - Archeological Technician III	25.95
30030 - Cartographic Technician	25.95
30040 - Civil Engineering Technician	23.78
30061 - Drafter/CAD Operator I	18.72
30062 - Drafter/CAD Operator II	20.94
30063 - Drafter/CAD Operator III	24.60
30064 - Drafter/CAD Operator IV	30.26
30081 - Engineering Technician I	20.95
30082 - Engineering Technician II	23.53
30083 - Engineering Technician III	26.31
30084 - Engineering Technician IV	32.61

30085 - Engineering Technician V	39.88
30086 - Engineering Technician VI	48.25
30090 - Environmental Technician	23.50
30210 - Laboratory Technician	22.36
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	20.71
30362 - Paralegal/Legal Assistant II	25.69
30363 - Paralegal/Legal Assistant III	31.38
30364 - Paralegal/Legal Assistant IV	37.97
30390 - Photo-Optics Technician	27.33
30461 - Technical Writer I	21.27
30462 - Technical Writer II	25.98
30463 - Technical Writer III	31.44
30491 - Unexploded Ordnance (UXO) Technician I	23.05
30492 - Unexploded Ordnance (UXO) Technician II	27.89
30493 - Unexploded Ordnance (UXO) Technician III	33.43
30494 - Unexploded (UXO) Safety Escort	23.05
30495 - Unexploded (UXO) Sweep Personnel	23.05
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	24.35
30621 - Weather Observer, Senior (2)	26.38
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.50
31030 - Bus Driver	18.19
31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	9.53
31290 - Shuttle Bus Driver	14.69
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	14.69
31362 - Truckdriver, Medium	17.18
31363 - Truckdriver, Heavy	18.42
31364 - Truckdriver, Tractor-Trailer	18.42
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.11
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	11.73
99310 - Mortician	29.98
99410 - Pest Controller	15.13
99510 - Photofinishing Worker	11.59
99710 - Recycling Laborer	16.51
99711 - Recycling Specialist	20.27
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.87
99820 - School Crossing Guard	12.51
99830 - Survey Party Chief	21.61
99831 - Surveying Aide	13.43
99832 - Surveying Technician	20.54
99840 - Vending Machine Attendant	13.68
99841 - Vending Machine Repairer	17.76
99842 - Vending Machine Repairer Helper	13.68

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** \$3.24 per hour or \$129.60 per week or \$561.60 per month

**VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

**HOLIDAYS:** A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

**THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):**

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

**2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:**  
If you



work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### **\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the

"Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE**  
 (Standard Form  
 1444 (SF 1444))

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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 REGISTER OF WAGE DETERMINATIONS UNDER U.S. DEPARTMENT OF LABOR  
 THE SERVICE CONTRACT ACT EMPLOYMENT STANDARDS ADMINISTRATION  
 By direction of the Secretary of Labor WAGE AND HOUR DIVISION  
 WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of Wage Determinations  
 Director  
 Wage Determination No.: 2005-2537  
 Revision No.: 8  
 Date Of Revision: 05/29/2008

State: Vermont  
 Area: Vermont Statewide

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.00
01012 - Accounting Clerk II	14.72
01013 - Accounting Clerk III	17.33
01020 - Administrative Assistant	18.05
01040 - Court Reporter	14.46
01051 - Data Entry Operator I	12.64
01052 - Data Entry Operator II	13.79
01060 - Dispatcher, Motor Vehicle	16.70
01070 - Document Preparation Clerk	12.98
01090 - Duplicating Machine Operator	12.96
01111 - General Clerk I	14.54
01112 - General Clerk II	17.21
01113 - General Clerk III	19.27
01120 - Housing Referral Assistant	16.12
01141 - Messenger Courier	11.47
01191 - Order Clerk I	13.14
01192 - Order Clerk II	14.34
01261 - Personnel Assistant (Employment) I	13.66
01262 - Personnel Assistant (Employment) II	15.27
01263 - Personnel Assistant (Employment) III	17.03
01270 - Production Control Clerk	17.64
01280 - Receptionist	11.55
01290 - Rental Clerk	11.90
01300 - Scheduler, Maintenance	12.93
01311 - Secretary I	12.93
01312 - Secretary II	14.46
01313 - Secretary III	16.12
01320 - Service Order Dispatcher	15.18
01410 - Supply Technician	18.05
01420 - Survey Worker	11.86
01531 - Travel Clerk I	11.57
01532 - Travel Clerk II	12.61
01533 - Travel Clerk III	13.71
01611 - Word Processor I	11.40

01612 - Word Processor II	12.76
01613 - Word Processor III	14.22
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.55
05010 - Automotive Electrician	14.92
05040 - Automotive Glass Installer	14.30
05070 - Automotive Worker	14.30
05110 - Mobile Equipment Servicer	13.21
05130 - Motor Equipment Metal Mechanic	15.54
05160 - Motor Equipment Metal Worker	14.30
05190 - Motor Vehicle Mechanic	15.54
05220 - Motor Vehicle Mechanic Helper	12.59
05250 - Motor Vehicle Upholstery Worker	13.83
05280 - Motor Vehicle Wrecker	14.30
05310 - Painter, Automotive	14.92
05340 - Radiator Repair Specialist	14.30
05370 - Tire Repairer	13.13
05400 - Transmission Repair Specialist	15.54
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.88
07041 - Cook I	10.44
07042 - Cook II	13.00
07070 - Dishwasher	8.79
07130 - Food Service Worker	9.40
07210 - Meat Cutter	16.94
07260 - Waiter/Waitress	9.83
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.40
09040 - Furniture Handler	11.52
09080 - Furniture Refinisher	14.66
09090 - Furniture Refinisher Helper	12.37
09110 - Furniture Repairer, Minor	13.59
09130 - Upholsterer	14.91
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.36
11060 - Elevator Operator	10.76
11090 - Gardener	13.33
11122 - Housekeeping Aide	11.00
11150 - Janitor	10.76
11210 - Laborer, Grounds Maintenance	11.91
11240 - Maid or Houseman	10.14
11260 - Pruner	11.45
11270 - Tractor Operator	13.32
11330 - Trail Maintenance Worker	11.91
11360 - Window Cleaner	11.46
12000 - Health Occupations	
12010 - Ambulance Driver	13.72
12011 - Breath Alcohol Technician	15.58
12012 - Certified Occupational Therapist Assistant	16.99
12015 - Certified Physical Therapist Assistant	18.40
12020 - Dental Assistant	16.00
12025 - Dental Hygienist	27.14
12030 - EKG Technician	23.62
12035 - Electroneurodiagnostic Technologist	23.62
12040 - Emergency Medical Technician	13.28
12071 - Licensed Practical Nurse I	13.38

12072 - Licensed Practical Nurse II	15.02
12073 - Licensed Practical Nurse III	17.39
12100 - Medical Assistant	13.54
12130 - Medical Laboratory Technician	14.75
12160 - Medical Record Clerk	13.93
12190 - Medical Record Technician	15.34
12195 - Medical Transcriptionist	13.80
12210 - Nuclear Medicine Technologist	34.28
12221 - Nursing Assistant I	10.97
12222 - Nursing Assistant II	11.48
12223 - Nursing Assistant III	12.58
12224 - Nursing Assistant IV	14.15
12235 - Optical Dispenser	18.51
12236 - Optical Technician	13.74
12250 - Pharmacy Technician	12.32
12280 - Phlebotomist	14.22
12305 - Radiologic Technologist	22.43
12311 - Registered Nurse I	20.83
12312 - Registered Nurse II	25.47
12313 - Registered Nurse II, Specialist	25.47
12314 - Registered Nurse III	30.81
12315 - Registered Nurse III, Anesthetist	30.81
12316 - Registered Nurse IV	36.37
12317 - Scheduler (Drug and Alcohol Testing)	19.30
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.25
13012 - Exhibits Specialist II	18.65
13013 - Exhibits Specialist III	22.83
13041 - Illustrator I	18.35
13042 - Illustrator II	21.46
13043 - Illustrator III	26.20
13047 - Librarian	20.66
13050 - Library Aide/Clerk	11.56
13054 - Library Information Technology Systems Administrator	18.26
13058 - Library Technician	12.20
13061 - Media Specialist I	13.29
13062 - Media Specialist II	14.78
13063 - Media Specialist III	16.58
13071 - Photographer I	16.08
13072 - Photographer II	18.80
13073 - Photographer III	24.76
13074 - Photographer IV	29.04
13075 - Photographer V	40.58
13110 - Video Teleconference Technician	14.34
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.53
14042 - Computer Operator II	17.36
14043 - Computer Operator III	19.37
14044 - Computer Operator IV	22.75
14045 - Computer Operator V	26.06
14071 - Computer Programmer I (1,2)	18.91
14072 - Computer Programmer II (1,2)	23.47
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	

14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	15.53
14160 - Personal Computer Support Technician	26.06
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.47
15020 - Aircrew Training Devices Instructor (Rated)	32.05
15030 - Air Crew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	27.62
15060 - Educational Technologist	24.11
15070 - Flight Instructor (Pilot)	36.76
15080 - Graphic Artist	18.92
15090 - Technical Instructor	18.97
15095 - Technical Instructor/Course Developer	24.27
15110 - Test Proctor	15.31
15120 - Tutor	15.31
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.09
16030 - Counter Attendant	9.09
16040 - Dry Cleaner	12.71
16070 - Finisher, Flatwork, Machine	9.09
16090 - Presser, Hand	9.09
16110 - Presser, Machine, Drycleaning	9.09
16130 - Presser, Machine, Shirts	9.09
16160 - Presser, Machine, Wearing Apparel, Laundry	9.09
16190 - Sewing Machine Operator	11.27
16220 - Tailor	11.87
16250 - Washer, Machine	9.60
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.29
19040 - Tool And Die Maker	21.24
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.05
21030 - Material Coordinator	17.62
21040 - Material Expediter	17.62
21050 - Material Handling Laborer	11.28
21071 - Order Filler	11.38
21080 - Production Line Worker (Food Processing)	14.05
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	11.98
21150 - Stock Clerk	14.92
21210 - Tools And Parts Attendant	14.05
21410 - Warehouse Specialist	14.05
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.76
23021 - Aircraft Mechanic I	20.94
23022 - Aircraft Mechanic II	21.97
23023 - Aircraft Mechanic III	22.79
23040 - Aircraft Mechanic Helper	16.97
23050 - Aircraft, Painter	20.09
23060 - Aircraft Servicer	18.66
23080 - Aircraft Worker	19.28
23110 - Appliance Mechanic	15.84
23120 - Bicycle Repairer	12.32
23125 - Cable Splicer	24.36
23130 - Carpenter, Maintenance	17.11

23140 - Carpet Layer	15.88
23160 - Electrician, Maintenance	18.63
23181 - Electronics Technician Maintenance I	19.63
23182 - Electronics Technician Maintenance II	23.39
23183 - Electronics Technician Maintenance III	25.41
23260 - Fabric Worker	18.59
23290 - Fire Alarm System Mechanic	17.52
23310 - Fire Extinguisher Repairer	15.50
23311 - Fuel Distribution System Mechanic	18.75
23312 - Fuel Distribution System Operator	16.76
23370 - General Maintenance Worker	15.58
23380 - Ground Support Equipment Mechanic	20.94
23381 - Ground Support Equipment Servicer	18.66
23382 - Ground Support Equipment Worker	19.28
23391 - Gunsmith I	15.50
23392 - Gunsmith II	17.08
23393 - Gunsmith III	18.59
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.81
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	
19.54	
23430 - Heavy Equipment Mechanic	18.09
23440 - Heavy Equipment Operator	16.54
23460 - Instrument Mechanic	18.59
23465 - Laboratory/Shelter Mechanic	17.83
23470 - Laborer	11.55
23510 - Locksmith	17.57
23530 - Machinery Maintenance Mechanic	18.59
23550 - Machinist, Maintenance	17.53
23580 - Maintenance Trades Helper	12.15
23591 - Metrology Technician I	18.59
23592 - Metrology Technician II	19.23
23593 - Metrology Technician III	20.06
23640 - Millwright	20.48
23710 - Office Appliance Repairer	18.87
23760 - Painter, Maintenance	14.92
23790 - Pipefitter, Maintenance	19.742
23810 - Plumber, Maintenance	18.60
23820 - Pneumatic Systems Mechanic	18.59
23850 - Rigger	18.59
23870 - Scale Mechanic	17.08
23890 - Sheet-Metal Worker, Maintenance	15.00
23910 - Small Engine Mechanic	13.80
23931 - Telecommunications Mechanic I	19.45
23932 - Telecommunications Mechanic II	22.46
23950 - Telephone Lineman	22.76
23960 - Welder, Combination, Maintenance	15.00
23965 - Well Driller	16.95
23970 - Woodcraft Worker	18.59
23980 - Woodworker	12.75
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.46
24580 - Child Care Center Clerk	13.30
24610 - Chore Aide	10.46
24620 - Family Readiness And Support Services Coordinator	13.74
24630 - Homemaker	14.78
25000 - Plant And System Operations Occupations	



25010 - Boiler Tender	16.70
25040 - Sewage Plant Operator	17.73
25070 - Stationary Engineer	16.70
25190 - Ventilation Equipment Tender	14.61
25210 - Water Treatment Plant Operator	17.73
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.16
27007 - Baggage Inspector	12.68
27008 - Corrections Officer	18.44
27010 - Court Security Officer	18.44
27030 - Detection Dog Handler	15.48
27040 - Detention Officer	18.44
27070 - Firefighter	16.38
27101 - Guard I	12.54
27102 - Guard II	16.46
27131 - Police Officer I	20.49
27132 - Police Officer II	22.78
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.50
28042 - Carnival Equipment Repairer	13.14
28043 - Carnival Equipment Worker	9.48
28210 - Gate Attendant/Gate Tender	12.14
28310 - Lifeguard	12.90
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	9.91
28515 - Recreation Specialist	14.44
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	18.65
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.08
29020 - Hatch Tender	17.08
29030 - Line Handler	17.08
29041 - Stevedore I	16.29
29042 - Stevedore II	17.83
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (3)	33.96
30011 - Air Traffic Control Specialist, Station (HFO) (3)	23.37
30012 - Air Traffic Control Specialist, Terminal (HFO) (3)	25.79
30021 - Archeological Technician I	14.87
30022 - Archeological Technician II	16.72
30023 - Archeological Technician III	20.66
30030 - Cartographic Technician	22.94
30040 - Civil Engineering Technician	21.54
30061 - Drafter/CAD Operator I	15.48
30062 - Drafter/CAD Operator II	20.18
30063 - Drafter/CAD Operator III	20.62
30064 - Drafter/CAD Operator IV	22.94
30081 - Engineering Technician I	13.22
30082 - Engineering Technician II	16.58
30083 - Engineering Technician III	18.63
30084 - Engineering Technician IV	23.01
30085 - Engineering Technician V	28.14
30086 - Engineering Technician VI	34.10
30090 - Environmental Technician	17.06
30210 - Laboratory Technician	17.10
30240 - Mathematical Technician	22.94

30361 - Paralegal/Legal Assistant I	15.71
30362 - Paralegal/Legal Assistant II	21.50
30363 - Paralegal/Legal Assistant III	26.31
30364 - Paralegal/Legal Assistant IV	31.84
30390 - Photo-Optics Technician	24.93
30461 - Technical Writer I	20.02
30462 - Technical Writer II	24.50
30463 - Technical Writer III	29.62
30491 - Unexploded Ordnance (UXO) Technician I	21.58
30492 - Unexploded Ordnance (UXO) Technician II	26.11
30493 - Unexploded Ordnance (UXO) Technician III	31.30
30494 - Unexploded (UXO) Safety Escort	21.58
30495 - Unexploded (UXO) Sweep Personnel	21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	17.81
30621 - Weather Observer, Senior (3)	21.93
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.52
31030 - Bus Driver	13.42
31043 - Driver Courier	12.62
31260 - Parking and Lot Attendant	10.17
31290 - Shuttle Bus Driver	13.40
31310 - Taxi Driver	10.50
31361 - Truckdriver, Light	13.40
31362 - Truckdriver, Medium	13.98
31363 - Truckdriver, Heavy	15.89
31364 - Truckdriver, Tractor-Trailer	15.89
99000 - Miscellaneous Occupations	
99030 - Cashier	9.13
99050 - Desk Clerk	10.88
99095 - Embalmer	21.58
99251 - Laboratory Animal Caretaker I	9.39
99252 - Laboratory Animal Caretaker II	9.96
99310 - Mortician	24.93
99410 - Pest Controller	16.14
99510 - Photofinishing Worker	13.13
99710 - Recycling Laborer	13.08
99711 - Recycling Specialist	14.92
99730 - Refuse Collector	12.17
99810 - Sales Clerk	11.95
99820 - School Crossing Guard	10.92
99830 - Survey Party Chief	18.11
99831 - Surveying Aide	12.00
99832 - Surveying Technician	16.46
99840 - Vending Machine Attendant	13.54
99841 - Vending Machine Repairer	15.41
99842 - Vending Machine Repairer Helper	13.54

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or